

## UCR Help - Creating a Return-A Report

Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.

The following steps should be followed to create a Return-A Report Form:

1. At the UCR Welcome Screen, click **"Enter UCR"**.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.

**Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.**

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

http://www.mshp.state.mo.us/ucr/ucr.nsf - Microsoft Internet Explorer

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Address http://www.mshp.state.mo.us/ucr/ucr.nsf Go Links

 **UNIFORM CRIME REPORTING** 

**Reports By Date**

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle				
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

Agency Profiles  
Return A's  
View Reports  
Create Reports  
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Internet

All reports (forms) previously submitted to the UCR Program Office are displayed in the "Reports By Date" window (shown above). The reports are listed by date with the completion and approval status indicated.

The completion status indicates whether or not a monthly UCR package (Return A and required supplemental reports) have been submitted to the UCR Program Office. The approval status indicates whether or not the UCR package has been reviewed for correctness by staff at the UCR Program Office. Pending indicates that a report is waiting to be reviewed by staff at the UCR Program Office or has a problem and cannot be approved. Problems with the report will be noted in the "Comments" field located on the lower portion of the Return-A form. Once approved, the status will indicate "Approved". The report is considered complete when the completion status is "Complete" and the approval status is "Approved".

**Before creating a new Return A, a user should check the "Reports by Date" window to make sure that a report for that month has not already been created.**

3. At the UCR Home page, click "Create Reports".
4. Click "Create Return A".
5. Complete all heading information for the report (shown below).

### RETURN-A

Submitting Agency ORI:       Month & Year:

Jurisdiction ORI:       [Use MM/YYYY Format](#)

Agency Name: \_\_\_\_\_      County: \_\_\_\_\_

HQ City: \_\_\_\_\_      Population: \_\_\_\_\_

Chief/Sheriff: \_\_\_\_\_

Submitted By: \_\_\_\_\_      Date Submitted: 12/28/2001

- Select the Submitting Agency ORI from the drop-down box. *Note: This will normally be the ORI of the user's agency.*
- The system automatically sets the jurisdiction ORI to be the same as the Submitting ORI.
- Enter the report month and year in a two-digit month, four-digit year format. For example, a report created for January 2002, would be entered as 01/2002. The previous month will be displayed by default.
- The Agency Name, HQ City, Chief/Sheriff, County, Population, Submitted By, and Date Submitted fields will be automatically populated with information obtained from the submitting agency during registration. No data entry is required for these fields.

6. Enter criminal offense data into the table provided on the Return-A form.

1 Classification of offenses	2	3	4	5	6
	Offenses reported or known to police (Include "unfounded" and attempts)	Unfounded, i.e., false or baseless complaints	Number of actual offenses (column 2 minus column 3) (include attempts)	Total offenses cleared by arrest or exceptional means (includes col. 6)	Number of clearances involving only persons under 18 years of age
<b>1. Criminal Homicide</b> A. Murder/nonegligent homicide	11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have no criminal activity to report for the month, click the **“Nothing to Report”** button and skip to step 11. This will automatically prepare the Return-A for submission to the UCR Program Office.

RETURN-A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

Click this button if you have no Crime Statistics to report for this month:

Nothing to Report

- Indicate applicable supplemental reports. *Note: All necessary supplemental reports must be indicated or they will not be made available for input. Select “Activity” from the drop down box to make a form available for input. Select “No Activity” if there is no information to report for that form. “Activity” or “No Activity” must be selected for each form. (The ClanLab Form is no longer is use. “No Activity” should always be entered for that form.)*

Supp. A Form:	** Select One **	Under 18 Form:	** Select One **
Homicide Form:	** Select One ** Activity	Over 18 Form:	** Select One **
Arson Form:	No Activity	LEOKA Form:	** Select One **
Domestic Violence Form:	** Select One **	ClanLab Form:	No Activity

The ClanLab Form should always show “No Activity”.

Supplemental report descriptions are as follows:

<b>SUPPLEMENTAL REPORTS</b>	
<b>Report</b>	<b>Description</b>
Supplemental A	Detailed information on the Part I offenses reported (e.g., type of robbery, time burglary occurred, monetary value of items reported stolen etc.).
Homicide (SHR)	Detailed information on homicides including the relationship of the victim/offender, circumstances, weapon type used, etc.
Arson	Detailed information on all arson reported.
Employee	Number of law enforcement officers and civilians employed by the agency. Report once a year with October report.
Under 18	Arrests by Part I and Part II offense type
Over 18	Arrests by Part I and Part II offense type
LEOKA*	Detailed information on law enforcement officers killed or assaulted.
Domestic Violence	Incidents of domestic violence responded to by the agency.

\*Law Enforcement Officers Killed or Assaulted

- A comment field is available at the end of the Return-A to allow clarification of reported items such as unfounded offenses. The user can use this space as a typing area or to cut and paste text from another document. The comment field may also be used by the UCR Program staff to report any problems found with the report.
- When you have completed entry, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all fields must have an entry. To ensure all fields have a value, a user should click on the

“Zero-fill Remaining Fields” button. This automatically puts a zero in all empty fields.  
*Note: If you clicked on “Nothing to Report” the system automatically zero-fills all fields.*

10. Click on the “**Calculate**” button, located at the bottom of the page.
11. Click on the “**Submit**” button to submit the report to the UCR Program Office. All required fields must be completed before the report will be accepted. If any required data has not been entered, an error message will be displayed. Should you receive an error message, note the error described in the message, click “**OK**”, find and fix the error, and resubmit the form.
12. You will be prompted with the message “[Are you sure you want to save this form into the UCR database.](#)” Click “**OK**” to submit the report or “**Cancel**” to return to the Return-A entry form. *Do not use the Browser back buttons.*

*Note: A Return-A report is only created when you click on “Nothing to Report” or “Submit”. If you exit without clicking on one of these buttons the report will not be saved.*

13. If the Return–A was submitted without error, the message “[Your Document has been saved!](#)” will appear and you can continue to the next form by clicking “**Click Here**” and selecting the next form from the table at the bottom of the Return – A Form.

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After completing the Return-A form, each agency should also complete all applicable supplemental reports. These reports can be completed in any order and at any time, but must be finished for the monthly packet to be approved.

To create supplemental reports click on the “**Click HERE**” button, shown below. *Note: If you have no supplemental reports to create, or would like to create them at a later time, you may exit this screen by selecting either the “UCR Home” button or the “DPS Home” button, located at the bottom of the page.*

### **Your Document has been saved!**

Your form has been entered into the system and is available for review.

**Click HERE**

Click here to create supplemental reports.

to return to your Return-A form and select other necessary forms for completion.

- or -

Click any of the links below to navigate elsewhere.

**NOTE: Do NOT use the BACK button on your browser to return to your form.**

Click here to go to the UCR Home page.

Help | Contacts | FAQs | UCR Home | DPS Home

Scroll down to the bottom of the page and click on the corresponding button (see below).

 Required	 Create Supp. A	 Required	 Create Under 18
 Required	 Create Homicide	 Required	 Create Over 18
 Required	 Create Arson	 Required	 Create LEOKA
 Not Req'd	Employee not Required	 Required	 Create Domestic Violence



= Form Required



= Form Completed



= Form not Required

Using the print utility, users have the option to print a blank or completed monthly report. For more information on this subject see Printing.